COPY.

13 December 1963

MEMORANDUM FOR: Acting Assistant Director/OCR

SUBJECT

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: Possible Economies in the Agency Regulatory System

REFERENCE

: Memorandum from Executive Director-Comptroller, dated 6 December 1963, subject: Reduction of Demands on

Agency Support

1. I would like to suggest again a reduction in the number of copies 25X1 we are required to accept of CIA Notices, Bulletins, and memos marked for "All Employee" distribution. OCR receives copies of these issuances because we are expected to give each employee his individual copy a (3)). We would like to resume our former practice of receiving copies (approximately 1 for every 8 employees) and handling distribution through a routing system in each section or unit. Since the publication in May 1962, however, we have been informed by the DD/S Regulations staff that copies for OCR could no longer be limited to result, in calendar year 1963, OCR received copies of "All Employee" issuances, but could have effectively disseminated the information copies. It may be that other offices are also interested in this more economical system of disseminating Notices and Bulletins. If so, savings in the Agency's printing establishment and the reduction in 25X1 paper flow would be substantial. A change in the system, I presume, would have to be authorized by a revision of

2. I believe it would be appropriate to pass along this information to the Executive-Comptroller in view of the current emphasis on economy, and to the CIA Printing Committee which is studying Agency requirements for PSD services.

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Chief, Administrative Staff, OCR

25 YEAR RE-REVIEW



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DATE TRANSMITTAL SLIP 6 Feb. 1964 TO: SSA/DDS BUILDING ROOM NO. HQ7D 10 REMARKS: Attached is a copy of the memo prepared by Chief, Admin., OCR on the subject of the number of copies of CIA Notices, Bulletins, etc. distributed by OCR. AS/CR FROM: **EXTENSION** BUILDING ROOM NO. 2E 61 (47) GPO : 1957--- O--439445 REPLACES FORM 36-8 WHICH MAY BE USED. FORM NO .241

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